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Communications and Information

PUBLIC ADDRESS (PA) SYSTEMS SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instructions sets policy and provides guidance on the use, operation, maintenance, and procurement of fixed, mobile, and portable public address (PA) systems support on Pope AFB. It applies to all organizations on Pope AFB that own or require support for PA systems.

SUMMARY OF REVISIONS

This is a complete revision of this instruction. It must be reviewed for changes in responsibilities, requesting organization procedures, Ground Radio Maintenance support requirements, and unit procured PA systems.

1. Responsibilities.

- 1.1. The Commander, 43d Airlift Wing (43 AW/CC), is the approval authority for all unofficial function PA support.
- 1.2. Requesting organization must identify PA system requirements in accordance with this instruction.
- 1.3. Ground Radio Maintenance, 43d Communications Squadron (43 CS/SCMR) must provide PA support in accordance with this instruction.

2. Terms Explained.

- 2.1. Official functions: Events directly related to Pope AFB military or federal missions or activities. These include, but are not limited to, changes of command, commander's call, parades, or retirement ceremonies.

2.2. Unofficial functions: Events social in nature or not directly related to military or federal missions or activities. These include, but are not limited to, private or profit making organizations, fund-raising activities, picnics, breakfasts, luncheons, dinners, or parties.

2.3. Routine Request: Any requests of 7 days or more before scheduled event.

2.4. Short-Notice Request: Any request of less than 7 days before scheduled event.

3. Requesting Organization Procedures.

3.1. Requests for PA support for unofficial functions must be approved by 43 AW/CC.

3.2. Event organizer or their designated representative will submit request for PA support at least 7 days prior to event by calling Radio Maintenance work center at extension 394-2435, 2438 or 2440. Be prepared to provide the following information:

3.2.1. Two Points of Contact (POC) with phone numbers.

3.2.2. Type of event and location of event.

3.2.3. Time and date of event, including rain date if known.

3.2.4. Equipment required for example: podium, wireless microphones (lapel or handheld), CD player, cassette deck and visual media presentation audio requirements.

3.2.5. Availability of commercial power.

3.2.6. Scripts or diagrams for event sequence and event layout if necessary.

3.2.7. Ceremonial music required; for example: Air Force song (long or short), National Anthem, Ruffles and Flourishes.

3.3. On the day of event POC will accomplish the following:

3.3.1. If using a portable sign out system, pick up system from Radio Maintenance at scheduled time.

3.3.2. Provide an individual to cue music and perform basic operator functions.

3.3.3. If Radio Maintenance is providing on-site support then ensure POC is available one hour prior to event start, or at scheduled time, to provide technicians with location of podium, microphones, and on-site coordination.

4. Ground Radio Maintenance Support Requirements.

4.1. Ground Radio Maintenance will:

4.1.1. Determine the level of PA support, manpower and equipment based on the event location, system used, technical complexity, and overriding priority mission requirements.

4.1.2. Train requestor POC or designated individual on operation of PA system when necessary.

4.1.3. Provide ceremonial music on request.

4.1.4. Only support short notice requests on a case-by-case basis based on equipment and or technician availability.

4.2. Ground Radio Maintenance will not provide:

- 4.2.1. Disc Jockey services or on-site support solely for cueing music.
- 4.2.2. Unique or unofficial music.
- 4.2.3. Support for unofficial functions unless approved by 43 AW/CC.
- 4.2.4. Installation, maintenance or repair of unit owned or procured PA systems.

5. Unit Procured PA Systems.

- 5.1. Units will submit AF Form 3215, **C4 Systems Requirements Document**, for approval of a unit owned public address systems.
- 5.2. Units will fund procurement, installation, and all follow-on maintenance of approved systems.

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Commander